

MINNESOTA BULLETIN NO.: 360-8-11

SUBJECT: PER – EMPLOYEE DEVELOPMENT - FISCAL YEAR (FY) 2009  
TRAINING NEEDS INVENTORY (TNI) PROCESS

Purpose: To request Area and State Office training needs inventories for Fiscal Year 2009.

Expiration Date: September 30, 2009

**ACTION REQUIRED BY: MAY 30, 2008**

The National Employee Development Center (NEDC) has yet to establish the action required date for submission of state training need inventories. However, in anticipation of such request, Minnesota NRCS is starting now to collect training needs inventories to facilitate the process of developing our FY 2009 training program and budget. The State Employee Development Training Committee is asking all employees and partners to meet and submit their training needs through their respective Area Training Representative to the Area Training Committee to review and reach concurrence with their respective supervisor, District Manager, ASTC (FO), and MLRA Leader before forwarding needs to the state training officer (STO). State office employees will send their training needs to their respective supervisor and principal state office staff leader (PSOS) for review and approval before forwarding to the state training officer. ASTCs and PSOS will submit their concurred training inventory request that identifies and includes NEDC and other external training as well as local in-state training needs. All MLRA soil survey staff are to work with their supervisors and submit training needs to Michael Whited.

Identify the following items on the TNI:

1. Course Name/Title and course number if known by the discipline, e.g. Engineering, Soils, Ecology, NEDC, etc.
2. Estimated training expense (recommended procedure provided in a subsequent paragraph)
3. The names and titles of individuals recommended, prioritized ranking, and approval by ASTC/PSOS for consideration by the State Employee Development Training Committee and final approval by the STC.

The FY-2009 State Training Plan and budget will NOT include on-the-job training (OJT) or specific local Area Training such as Protracts, Toolkit, Global Positioning System, Digital Cameras, Power Point, Defensive Driving and/or other training conducted locally by supervisors and Area personnel. The exception to this would be when the cost/expense is related to a meeting room or outside instructor such as First Aid and All Terrain Vehicle (ATV) training.

The criteria for prioritizing training needs for individuals are as follows:

- Priority 1. Needed as part of an Opportunity To Improve Plan (OTI Plan)
- Priority 2. Required to meet OPM, USDA, or NRCS policy.
  - a. New supervisors – management and supervisory training.
  - b. USDA, NRCS, or other agency requirement to maintain certification or warrants.
  - c. MN NRCS required (Defensive Driving, First Aid, Ethics, Right-To-Know, ATV, etc.)
- Priority 3. Required to maintain and improve employee skills in their present job.
- Priority 4. New or emerging technical requirements to perform your current job better.
- Priority 5. Professional training and development for future growth.

Normally, our training budget will support priorities 1-4 only.

Methods to conduct training:

- 1. On- the-job training
- 2. Computer based/web based courses
- 3. Formal classroom and/or field course that is held away from the office.

NOTE: A maximum of 3 training request, per NRCS employee, will be considered for approval.

## **ACTIONS TO BE COMPLETED BY MAY 20, 2008 - ALL MN NRCS EMPLOYEES**

### **Action to be completed by May 30, 2008 – All concurred TNI's to STO**

- 1. Employees are to develop and/or review EDPs to ensure training needs are documented.
- 2. Employees are to review the list of attached MN and NEDC training courses and other available training courses through the USDA Graduate School, Management Concepts, and Aglearn course listing. (Attachment 1 and 2; MN and NEDC course listings)
- 3. Employees will use the TNI worksheet (Attachment 3), to list training needs and review the worksheet with their supervisor for approval.
- 4. Training needs must have supervisor concurrence and then be forwarded to the Area or applicable S.O training committee representative by May 20, 2008.
- 5. Area Training Committee will review, rank, prioritize, and consolidate Area and partner training requests for final review and concurrence by the applicable ASTC (FO). PSOS/Coaches Team will follow the same procedure for all S.O employee training requests except MLRA Staff training.
- 6. SWCD employees and other Area partners will work with their District Conservationist/Coordinator, ASTCs (FO), to review the list of courses available and prepare the necessary Conservation Partners Training Request form (Attachment 4).

7. ASTCs (FO) and PSOS/coaches' team will be responsible for the reviewing, ranking prioritizing, concurring, and consolidate their total Area and S.O. employee training needs.
8. ASTCs (FO) and PSOS/coaches and the MLRA Leader will submit their concurred consolidate training requests (list or employee and training courses) via email or hard copy to Charles Montgomery, State Training Officers, no later than close of business May 30, 2008.

### **ACTIONS TO BE COMPLETED BY: JUNE 6, 2008 AND JUNE 11, 2008**

By June 6, 2008 the NRCS State Training Committee will meet face-to-face or via teleconference to review all Area and S.O. TNI requests and develop a recommended (draft) State Training Plan for approval by the STC .

By June 11, 2008 the STC will approve the final plan and the State Training Officer will distribute the FY 09 MN NRCS State Training Plan to the MN NRCS Leadership Team and all Training Committee Chairs.

**NOTE: “Learners” do NOT register/enroll your FY 09 training requests in AgLearn until you are officially approved to attend. Official approval is by inclusion in the State Training Plan and approved by the STC. When approved, you may then go into AgLearn and register the course. Submit the following forms to the State Training Officer: MN-PER-025 Special Training Request and/or SF-182 Request, Authorization, Agreement, and Certification of Training.**

The NEDC inventory consists of courses that are sponsored either nationally or regionally. It is extremely important that an individual and her/his supervisor(s) are aware of the cost to attend an NEDC course. Most of the courses are usually held out-of-state for 3-5 days. For planning purposes **please estimate all out-of-state training expenses at \$1500 per course and in-state-training at \$500 for training budget purposes.** If you have better cost estimates use them.

Based on our records of the number of permanent full time (PFT) employees the following training dollars target listed below are being used are Area, S.O. or MLRA. If your priority or training needs exceeds your training budget cost targeted amount you will need to provide written justification to the STC for special consideration.

Target Dollar Amounts per Area or S.O.:

Area 1 - \$38,000  
Area 2 - \$38,000  
Area 3 - \$27,000  
Area 4 - \$25,000  
Area 5 - \$33,000  
Area 6 - \$33,000  
Area 7 - \$34,000

S.O. - \$30,000  
MLRA - \$22,000

**NOTE: SWCD and other partners are responsible for their own training costs and are not included in the above prorated target amounts.**

Again, begin the training need evaluation process now. Area offices please invite and include SWCD and other partners in the TNI process.

WILLIAM HUNT  
State Conservationist

DIST: MN-AE  
ALL SWCD Employees  
ALL BWRS Employees  
LeAnn Buck, MASWCD  
John Jaske, BWSR

Attachments:

- 1) NEDC Courses
- 2) Minnesota State Catalog Courses
- 3) Area/S.O Consolidated TNI Plan
- 4) Conservation Partners Training Request Form